

CHAPTER 2

STANDARD UNIT ORGANIZATION

200. PROCESS OF ORGANIZATION. Administration establishes organization objectives and the overall policies that guide the organization in the attainment of these objectives. To organize is to develop and maintain proper relationships between functions, personnel and material assets for the accomplishment of desired objectives with maximum economy and effectiveness. The process of organization has two aspects - the mechanical, which deals with organization structure, and the dynamic, which deals with the integration of human factors into the organization structure.

201. MECHANICS OF ORGANIZATION. From the standpoint of mechanics, organization is defined as the determination of the activities that are necessary to accomplish an identified purpose and the arrangement of such activities in groups. Mechanics are basically concerned with structure, and, since they are primarily static, they can be illustrated in the form of organization charts or job descriptions.

202. DYNAMICS OF ORGANIZATION. The human element is the primary factor in the dynamic aspect of organization. U. S. Navy Regulations place responsibility on the Commanding Officer to organize the officers and personnel of his/her unit. Organization of the entire command is a primary responsibility of the Executive Officer under the Commanding Officer. Heads of departments have the duty of organizing their departments for readiness in battle, including the organization of individuals by assignments to watches, stations, and duties.

210. BASIS FOR ORGANIZATION. The requirements for battle shall be the primary basis for the organization of units. This provision shall also apply, as appropriate, to noncombatant units. A unit's organization for battle consists of functional groups headed by key officers who are at specified stations and who control the activities of personnel under their direction. Such control helps to ensure the effectiveness of the organization in carrying out either the plan for battle or variations necessitated by the tactical situation.

Heading the battle organization is the Commanding Officer, who exercises command and whose responsibility it is, during action, to engage the enemy to the best of the unit's ability. He is assisted by subordinate officers who have cognizance over the major control functions which include unit operations, weapons (or combat systems), engineering, damage control and primary

flight control. On ships with embarked Air Wings or detachments (helo, EOD, etc.) the Air Wing/Detachment Commander or Officer in Charge is responsible to the Commanding Officer in matters affecting the readiness of the Air Wing or detachment.

220. STANDARD PATTERN OF ORGANIZATION. A comparison of the administrative organization and the battle organization indicates that the division of personnel in administrative departments closely approximates that found in the major battle components. However, to meet the requirements of sound organization principles, the administrative organization structure must allow for the carrying out of certain functions which have no place in battle. In the day-to-day routine, the needs of training and maintenance are emphasized, and certain support measures are necessary for administrative reasons.

221. MANNING. The unit organization is defined by organizational manning, and the unit's manpower authorization.

221.1 ORGANIZATIONAL MANNING. The delineation by individual billets of the qualitative and quantitative manpower required to perform the unit's assigned missions as specified in the Required Operational Capabilities (ROC) and Projected Operating Environment (POE) statements. Organizational manning requirements are issued in Ship and Squadron Manpower Documents.

221.2 MANPOWER AUTHORIZATION (MPA). The qualitative and quantitative expression of manpower requirements authorized by Chief of Naval Operations (CNO) for a naval activity. It is the single official statement of organizational manning and billets/positions authorized. Billets/positions authorized are the billets/positions approved by the CNO for current operating conditions and may, depending on the mission of the activity, represent full organizational manning.

222. DEPARTMENTS OF A SHIP. Except as specified in succeeding paragraphs and Figure 2-1, each ship shall be organized as follows:

a. An operations department, or, in ships whose characteristics require it, a combat systems department and a ship's control department.

b. A navigation department.

c. A weapons department, or, in ships whose offensive characteristics are not primarily related to ordnance, a deck department, or aircraft carriers which shall have both a weapons and deck department. Specifically authorized ships shall have a combat systems department instead of a weapons department.

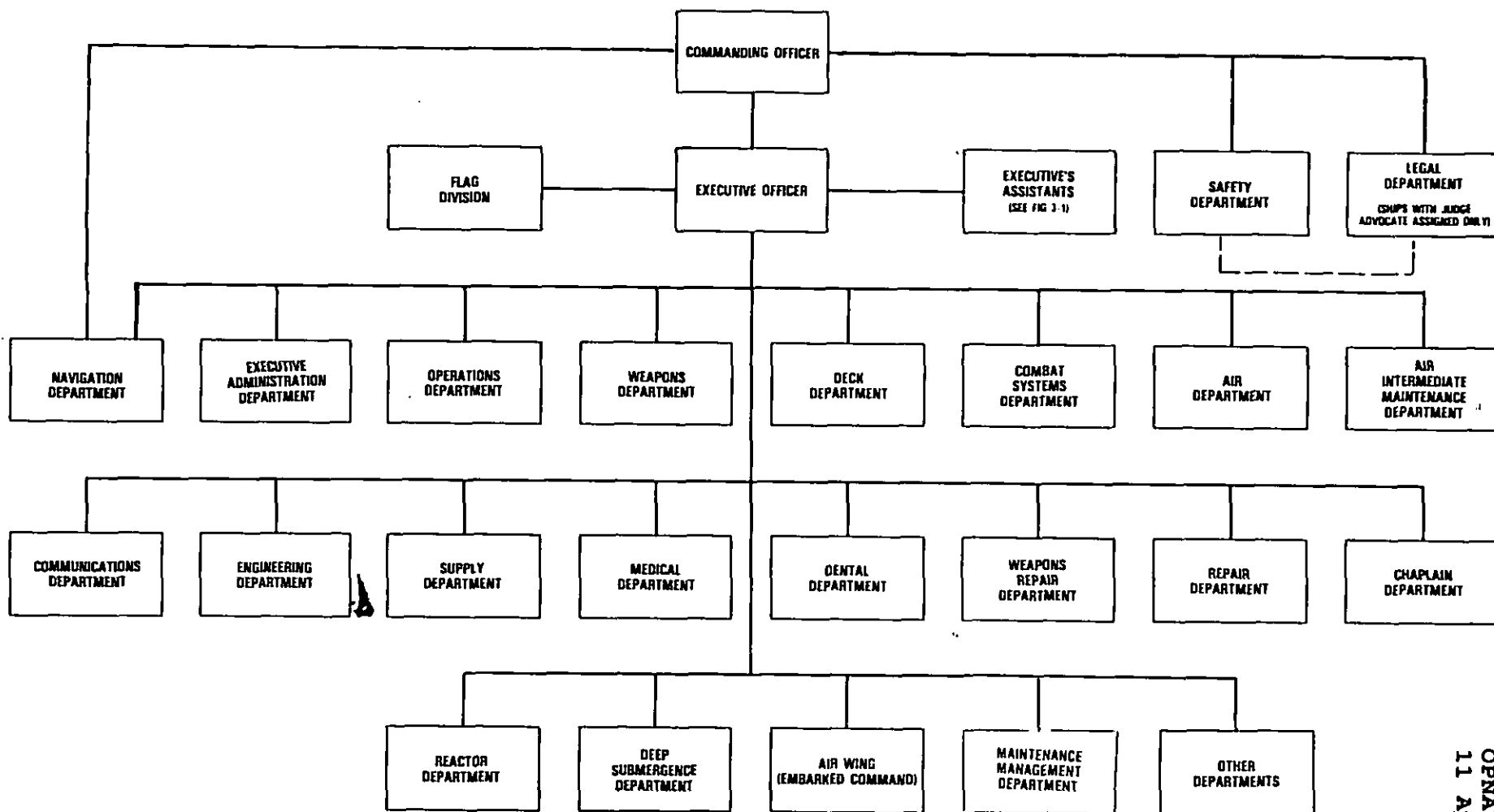


Figure 2-1 Shipboard Organization

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Enclosure (1)

- d. An engineering department.
- e. A supply department.

222.1 DEPARTMENTAL ORGANIZATION. Each department shall have a head of department. In small commands, an officer may be head of more than one department. Heads of departments and their assistants shall be assigned battle stations where they can best supervise either their regular duties or such battle duties as the commanding officer may prescribe. The most common types of ships are shown in the department organization (Figure 2-2) which is used to determine the departments required in the organization for each ship type. Deviation should occur only in exceptional circumstances. The CNO will authorize other departments as may be necessary.

222.2 DEPARTMENTAL ORGANIZATION VARIATIONS. Exceptions to departmental organization may be authorized as follows:

- a. In surface combatants with complex, integrated combat systems, and as authorized by the CNO, a combat systems department shall be established in lieu of a weapons department. In certain classes of submarines, the weapons department may be called the combat systems department.
- b. In ships assigned a helicopter detachment, i.e. LAMPS, VERTREP, there shall be an air department when the detachment is embarked. The detachment officer in charge shall be the head of the air department.
- c. In aircraft carriers, LPHs, LPDs, LHDs, and LHAs, there shall be an air department.
- d. In aircraft carriers, tender class ships (AD, AS), and major air capable amphibious class ships (LPH, LHD, LHA), there shall be a safety department.
- e. In aircraft carriers, LPHs, LHDs and LHAs there shall be an aircraft intermediate maintenance department.
- f. In ships with a major communications installation or task, the CNO will authorize a communications department.
- g. In ships assigned a dental officer there shall be a dental department.
- h. In ships assigned a medical officer, there shall be a medical department.

SHIP TYPE																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	EXECUTIVE / ADMINISTRATION	NAVIGATION	OPERATIONS	WEAPONS	DECK	COMBAT SYSTEMS	AIR	AIMD	COMMUNICATIONS	ENGINEERING	SAFETY	SUPPLY 6	MEDICAL	DENTAL	WEAPONS REPAIR	REPAIR	LEGAL 7	CHAPLAIN 9	DEEP SUBMERGENCE	MAINT MANAGEMENT
LCC	X	X	X		X				X	X		X	X	X						
LHA/LHD	X	X	X		X	X	X	X	X	X	X	X	X	X						
LKA	X	X	X		X					X		X	X	X						
LPD	X	X	X		X		X			X		X	X	X						
LPH	X	X	X	X			X	X	X	X	X	X	X	X						
LSO	X	X	X		X					X		X	X	X						
LST	X	X	X		X					X		X	X							
CV/CVN	X ¹	X	X	X	X		X	X	X	X ²	X	X	X	X			X	X		X
CG/CGN	X	X	X	X ³		X ¹	X ¹		X	X		X	X	X						
DD/DDG	X	X	X	X ³		X ¹	X ¹			X		X	X	X						
FF/FFG	X	X	X	X ³		X ¹	X ¹			X		X	X							
MCW/MHC/MSO	X		X		X					X										
PHM						X				X										
AD	X	X	X		X				X	X	X	X	X	X	X		X			
AE	X	X	X		X		X ¹			X		X	X	X						
AFS	X	X	X		X		X ¹			X		X	X							
AGF	X	X	X		X				X	X		X	X	X						
AO	X	X	X		X					X		X	X	X						
AOE	X	X	X		X		X ¹			X		X	X	X						
ADR	X	X	X		X		X ¹			X		X	X							
ARS	X	X	X		X					X		X								
AS	X	X	X		X				X	X	X	X	X	X	X	X	X	X		
ASH	X	X	X		X					X		X							X ⁴	
ATF	X	X	X		X					X		X								
ATS	X	X	X		X					X		X								
SSN	X	X	X			X				X		X	X							
SSBN	X	X	X			X				X		X	X							

NOTES:

- ON LAMPS/VERTREP HELD DETACHMENT SHIPS ONLY.
- ON CGN 9/LSO 41 CLASSES ONLY.
- CG 26, CG 47, CGN 25, CGN 36, CGN 38, DD 983, DDG-51, DDG 993, AND FFG 7 CLASS SHIPS ARE REQUIRED TO HAVE A COMBAT SYSTEMS DEPARTMENT VICE A WEAPONS DEPARTMENT.
- ASR 21 CLASS ONLY.
- NUCLEAR POWERED CARRIERS WILL ALSO HAVE A REACTOR DEPARTMENT.
- ON SMALL SHIPS WHEN A LINE OFFICER ASSUMES SUPPLY OFFICER DUTIES, HE/SHE SHALL BECOME A DEPARTMENT HEAD.
- ON SHIPS WITH A JUDGE ADVOCATE ASSIGNED THERE SHALL BE A LEGAL DEPARTMENT.
- IN CV/CVN THERE IS AN ADMINISTRATION DEPARTMENT.
- ON SHIPS WITH A CHAPLAIN ASSIGNED THERE SHALL BE A CHAPLAIN DEPARTMENT.

Figure 2-2 Shipboard Departmental Organization

i. In aircraft carriers there shall be an administrative department.

j. In ships with an assigned judge advocate there shall be a legal department.

k. In ships with an assigned chaplain there shall be a chaplain department.

l. In hospital ships, the organization shall not include a medical or dental department separate from the hospital. The organization of the hospital shall be as prescribed by the Chief, Bureau of Medicine and Surgery (BUMED).

m. Deep Submergence Vehicles (DSV), Deep Submergence Rescue Vehicles (DSRV), and deep submergence systems with crews regularly embarked aboard a DSV/DSRV support ship or deep submergence system support ship shall retain their basic organization. The officer-in-charge shall report to the Commanding Officer of the support ship for readiness matters and to the Executive Officer for routine administration. In ships which do not have a deep submergence department, the officer in charge of the detachment shall assume the duties of deep submergence department head.

n. In aircraft carriers and auxiliary aircraft landing training ships there shall be a maintenance management department.

223. DIVISIONS OF A SHIP. The departments shall be organized into divisions. These divisions are established so that they may be assigned as units within the battle organization. The divisions shall be organized into watches or sections, or both. Figure 2-3 lists the standard letter or numeral designations for ship divisions. This establishes uniform designations for all types of ships. When a division not listed is established, or when listed functions are combined, the type commander should assign a designation which conforms closely to the designation in Figure 2-3.

224. AVIATION UNITS. An aviation unit's organization is based on primary billets authorized by the CNO. Aircraft squadrons are organized into departments (Figure 2-4) and divisions under the Squadron Commanding Officer. The Squadron Commanding Officer administers the activities of the departments through the Squadron Executive Officer. Department heads may be assigned assistants to carry out department duties. Unless directed otherwise, the Squadron Commanding Officer directs the specific assignments of officers. The carrier Commanding Officer exercises the sole authority to convene courts-martial on all

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
EMBARKED STAFF	C	C-1 C-2 C-3 C-4	ALL ENLISTED SERVING WITH AN EMBARKED STAFF ADMINISTRATIVE, OPERATIONS, LOGISTICS AND OTHER CLERICAL PERSONNEL BARGE AND BOAT CREWS, AND DRIVERS ORDERLIES, MESSING AND ASSOCIATED SERVICES
EXECUTIVE/ADMINISTRATION	X	X/I N/X	ADMINISTRATION PERSONNEL ASSIGNED TO THE CAPTAIN'S OFFICE, EXECUTIVE OFFICER'S OFFICE, CHAPLAIN'S OFFICE, HOSPITAL CORPSMEN WHEN NO MEDICAL OFFICER IS ASSIGNED, AND INDOCTRINATION (RECRUITS AND NEWLY REPORTING PERSONNEL) NAVIGATION AND ADMINISTRATION (APPLIES TO SHIPS WHERE THERE IS NO NAVIGATION DEPARTMENT)
ADMINISTRATION (WHEN DESIGNATED)	ADMN	EXEC PERS PRT ADMN I	ADMINISTRATION PERSONNEL ASSIGNED TO THE CAPTAIN'S OFFICE, AND EXECUTIVE OFFICER'S OFFICE PERSONNEL RECORDKEEPING PRINT SHOP POSTAL AND OTHER ADMINISTRATION INDOCTRINATION (RECRUITS AND NEWLY REPORTING PERSONNEL)
NAVIGATION	N		ASSISTANTS TO THE NAVIGATOR
OPERATIONS	OPS	FIRST OA OC OD OE OI OP OS OX OZ	OPERATIONS DECK SEAMANSHIP, (NOTE 1) METEOROLOGICAL/OCEANOGRAPHIC SERVICES/MAPPING, CHARTING AND GEODESY/PHOTOGRAPHY. COMMUNICATIONS (AIR TRAFFIC CONTROL ON LPH, LHA, LHD, CV AND CVN) DATA PROCESSING ELECTRONIC REPAIR CIC AND ELECTRONIC WARFARE PHOTOGRAPHY/PHOTO INTELLIGENCE COMMUNICATIONS INTELLIGENCE ELECTRONIC REPAIR INTELLIGENCE, CRYPTOLOGIC OPERATIONS
CHAPLAIN	RP		ADMINISTRATION PERSONNEL ASSIGNED TO ASSIST THE CHAPLAIN
MAINTENANCE MANAGEMENT	MM	QA PC LS	QUALITY ASSURANCE PRODUCTION CONTROL LOGISTIC SUPPORT CENTER/3M

Figure 2-3. Division Designations

DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
AIR INTERMEDIATE MAINTENANCE DEPARTMENT		IM	AVIATION
		IM-1	ADMINISTRATION; MAINTENANCE/MATERIAL CONTROL; PRODUCTION CONTROL; QUALITY ASSURANCE, AVIATION 3M ANALYSIS.
		IM-2	GENERAL AIRCRAFT MAINTENANCE (AIRFRAMES/POWER PLANTS), ORGANIZATIONAL MAINTENANCE OF SHIP'S ASSIGNED AIRCRAFT AVIONICS AND AVIATOR'S EQUIPMENT; ARMAMENT SYSTEMS MAINTENANCE.
		IM-3	AVIATION MAINTENANCE; PRECISION MEASURING QUALIFICATION AND REPAIR
		IM-4	SUPPORT EQUIPMENT
AIR	V		AVIATION
		V-1	PLANE HANDLING (FLIGHT DECK)
		V-2	CATAPULTS AND ARRESTING GEAR, AIRCRAFT CARRIER LAUNCH AND RECOVERY EQUIPMENT MAINTENANCE AND QUALITY ASSURANCE (ALREM-QA)
		V-3	PLANE HANDLING (HANGAR DECK)
		V-4	AVIATION FUEL
		V-5	ADMINISTRATION
WEAPONS	WEPS	1-6	GUNNERY AND DECK SEAMANSHIP
		F	FIRE CONTROL
		F-1	MISSILE FIRE CONTROL
		F-2	ANTI-SUBMARINE WARFARE
		F-3	GUN FIRE CONTROL
		G	ORDNANCE/GUNNERY (NOTE 2)
		G-1	GUNNERY, MAIN BATTERY
		G-2	GUNNERY, SECONDARY BATTERY
		GM	GUIDED MISSILES
		MAR	MARINE DETACHMENT
		MT	BALLISTIC MISSILES
		ST	SONAR
		TASS	PASSIVE ASW SYSTEMS
		TM	TORPEDOES
		W	NUCLEAR WEAPONS ASSEMBLY
COMMUNICATIONS	COMM		COMMUNICATIONS
		CR CS	RADIO COMMUNICATIONS VISUAL COMMUNICATIONS
DECK	DECK	1-2	DECK SEAMANSHIP, AND ANTI-SHIP MISSILE DEFENSE.
		BG	BOAT OPERATIONS, MAINTENANCE, AND REPAIR
		D&SL	DIVING AND SALVAGE
		RASE	REPLENISHMENT AT SEA EQUIPMENT MAINTENANCE AND OPERATION

Figure 2-3. Division Designation (Cont.)

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DEPARTMENT	ONE DIVISION	OVER ONE DIVISION	FUNCTION
COMBAT SYSTEMS	CS	CA	COMBAT SYSTEMS
		CB	ANTI-SUBMARINE WARFARE
		CC	BALLISTIC MISSILES
		CD	COMMUNICATIONS
		CE	TACTICAL DATA SYSTEMS
		CF	ELECTRONICS REPAIR
		CG	FIRE CONTROL
		CH	GUNNERY, FIRE CONTROL, ORDNANCE
		CI	COMBAT INFORMATION CENTER
		CM	MISSILE SYSTEMS, FIRE CONTROL
		CN	NAVIGATION (NOTE 3)
		CO	GUNNERY AND GUIDED MISSILES
		CP	PASSIVE ASW SYSTEMS
		CS	COMMUNICATIONS INTELLIGENCE
		MAR	MARINE DETACHMENT
ENGINEERING		CX	ELECTRONICS REPAIR
		CZ	INTELLIGENCE (NOTE 3)
		A	AUXILIARIES
		A/E	AUXILIARIES AND ELECTRICAL
		AER	AUXILIARIES, ELECTRICAL AND REPAIR
		ASLT	ASSAULT SYSTEMS/BOAT MAINTENANCE AND REPAIR (LMA ONLY)
		B	BOILERS
		E	ELECTRICAL AND INTERIOR COMMUNICATIONS
		IC	INTERIOR COMMUNICATIONS
		M	MAIN ENGINES
		MP	MAIN PROPULSION
		R	REPAIR
REACTOR		RA	REACTOR AUXILIARIES (CVN ONLY)
		RC	REACTOR CONTROL
		RE	REACTOR ELECTRICAL (CVN ONLY)
		RL	REACTOR CHEMISTRY LA (CVN ONLY)
		RM	REACTOR MACHINERY (CVN ONLY)
		RP	REACTOR PROPULSION (CVN ONLY)
SUPPLY	SUP		SUPPLY
		S-1	GENERAL SUPPLY/STOCK CONTROL
		S-2	GENERAL MESS
		S-3	SHIP SERVICES/SHIP'S STORE
		S-4	DISBURSING
		S-5	OFFICER'S MESS
		S-6	AVIATION STORES
		S-7	DATA PROCESSING
		S-8	MATERIAL
		S-9	SURFACE SUPPORT CENTER
		S-10	REPAIR OTHER VEHICLES (SS) (AS ONLY)
		S-11	SUPPLY QUALITY ASSURANCE (AS ONLY)

Figure 2-3. Division Designation (Cont.)

DEPARTMENT.	ONE DIVISION	OVER ONE DIVISION	FUNCTION
MEDICAL	H		MEDICAL
DENTAL	D		DENTAL
DEEP SUBMERGENCE		DV WB	DIVE WEIGHT HANDLING
REPAIR		D R-1 R-2 R-3 R-4 R-5 R-6	REPAIR HULL REPAIR MACHINERY REPAIR ELECTRICAL REPAIR ELECTRONIC REPAIR ORDNANCE REPAIR OR RADIOLOGICAL CONTROLS NUCLEAR QUALITY ASSURANCE
WEAPONS REPAIR	WR	W-1 W-2 W-3 W-4 W-5	REPAIR TORPEDO, WEAPONS FIRE CONTROL SUBROC TORPEDO ASSEMBLY; QUALITY ASSURANCE WEAPONS LOGISTICS
SAFETY	AS		SHIP AND AVIATION SAFETY
LEGAL	L		LEGAL AND DISCIPLINE

NOTES: 1. OPERATIONS DEPARTMENT DIVISIONS THAT ONLY APPLY TO A SHIP WITH A COMBAT SYSTEMS DEPARTMENT.

2. G DIVISION FOR CV/CVN SHALL BE ORGANIZED AS FOLLOWS:

DIVISION	DIVISION OFFICER	FUNCTION
G-1	7360N	FLIGHT/HANGAR DECKS; MAIN DECK AND ABOVE MAGAZINES; WEAPONS SUPPORT EQUIPMENT (AWSEP)
G-2	6160J/7160N	ARMORY; MAGAZINE SPRINKLING SYSTEMS
G-3	6360J	AIR LAUNCHED WEAPONS ASSY; 2ND DECK AND BELOW MAGAZINES; LINKLESS AMMUNITION LOADING SYSTEM
G-4	6360K	WEAPONS ELEVATORS (MAINTENANCE AND TRAINING)
G-5	6360I	WEAPONS CONTROL CENTER

3. OPERATIONS DEPARTMENT DIVISIONS THAT ONLY APPLY TO A SHIP WITH A WEAPONS DEPARTMENT.

Figure 2-3. Division Designation (Cont.)

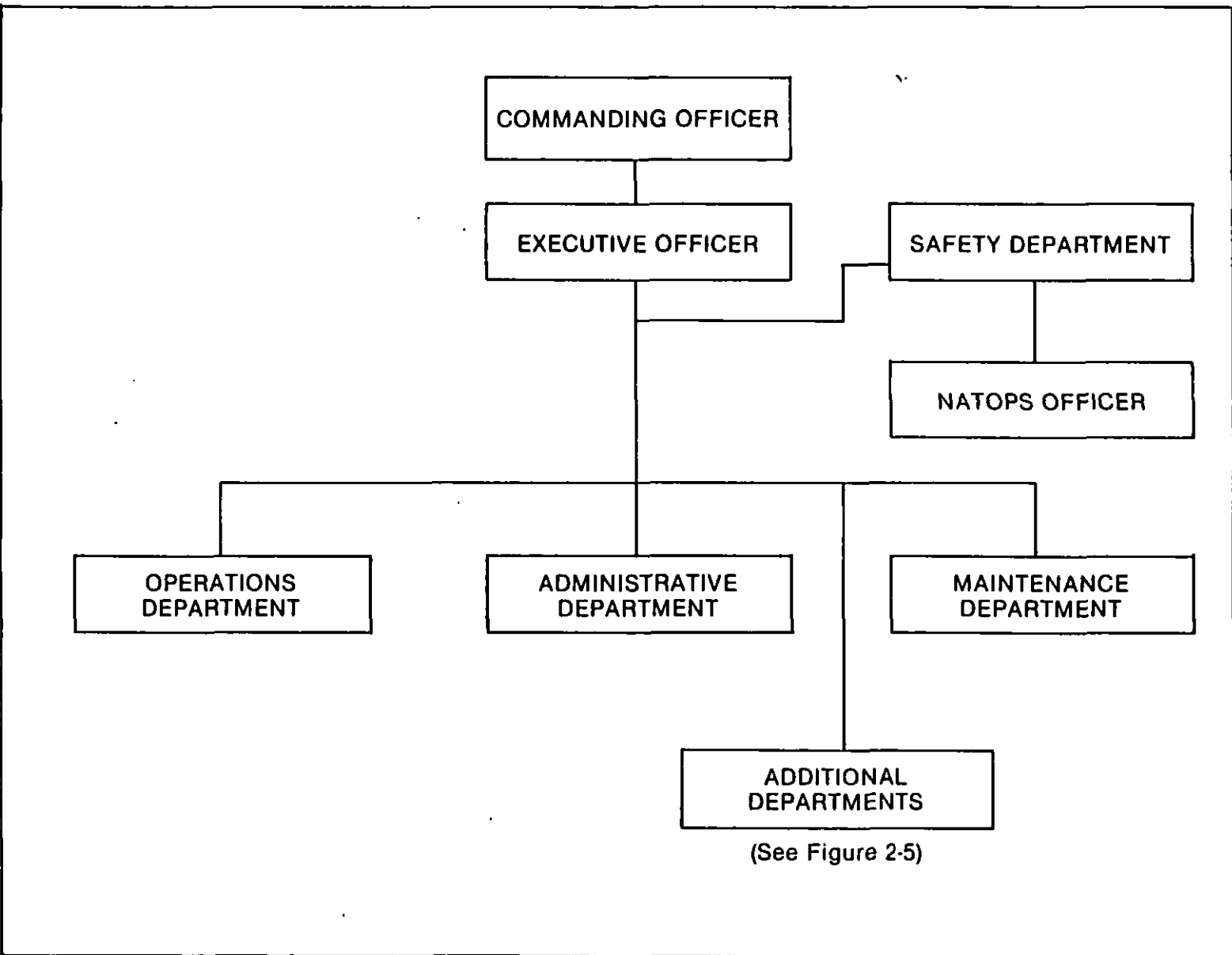


Figure 2-4. Squadron Organization

personnel embarked. The authority of an Air Wing Commander and the commanding officers of squadrons to impose nonjudicial punishment on their respective personnel continues, unless this authority is assumed by the carrier Commanding Officer. Commanding Officers of squadrons retain the authority to initiate administrative discharge proceedings against their personnel.

225. DEPARTMENTS AND DIVISIONS OF AVIATION UNITS. Departments of aircraft squadrons are divided into divisions and branches which are organized by the Squadron Commanding Officer according to the needs and responsibilities of that particular type squadron. Figure 2-5 shows the departmental organization for typical squadrons and is used to determine the departments required in the organization for each squadron type.

230. PROMOTING UNDERSTANDING OF THE ORGANIZATION. Maximum efficiency of operation is promoted through a clear understanding of the functional relationships within the ship's organization. This requires that the organization be set forth in written form for all echelons of the command. Unless duties, responsibilities, authority, and organizational relationships are clearly understood, confusion and conflict will develop. Details of an organization are made known through use of organization charts and functional guides. These are described in the following articles. Methods for preparing them are given in Personnelmen First and Chief Petty Officer Rate Training Manual, NAVEDTRA 10258G (NOTAL).

231. ORGANIZATION CHARTS. Organization charts show the arrangement of ship departments, divisions, and positions and the command and staff relationships of all personnel in the organization. There are two commonly used types of organization charts. A structural organization chart is a simple presentation of the line and staff relationships of executive (officer) and supervisory (leading petty officer) billets in the organization and outlines the basic relationships between the various components of the organization. A functional organization chart presents the functions of the various segments of the organization in addition to indicating the interrelationships of those functions. Within the various boxes of a functional organization chart are included statements applicable to the organizational segments represented by the box. The chief advantage of an organization chart is that it provides all personnel in an organization with a concise picture of the relationships of individuals within the organization. In a large organization, charts should be prepared for each level, becoming more detailed as they illustrate smaller segments of the organization. In smaller commands, charts of only the department organizations may suffice to illustrate the details of all executive and supervisory positions.

AIRCRAFT SQUADRON ORGANIZATION							
Squadron Types	Department						
	Operations	Administration	Maintenance	Safety	Training	Framp	Other
VFA	x	x	x	x	x		
VFA (FRS)	x	x	x	x	x	x	
VA (M)	x	x	x	x			
VA (M) (FRS)	x	x	x	x	x	x	
VAW	x	x	x	x			
VAW (FRS)	x	x	x	x	x	x	
VAQ	x	x	x	x			1
VAQ (FRS)	x	x	x	x	x	x	1
VFC	x	x	x	x			
VF	x	x	x	x			
VF (FRS)	x	x	x	x	x	x	
VP	x	x	x	x	x		
VP (FRS)	x	x	x	x	x	x	
VQ	x	x	x	x	5		1,4
VR	x	x	x	x	5		
VRC	x	x	x	x	5		
VS	x	x	x	x			
VS (FRS)	x	x	x	x	x	x	
VT		x	x	x	x		
VXE	x	x	x	x			2
VXN	x	x	x	x			2
HCS	x	x	x	x			
HM	x	x	x	x			6
HM (FRS)	x	x	x	x	x	x	6
HC	x	x	x	x	5		
HC (FRS)	x	x	x	x	x	x	
HS	x	x	x	x			
HS (FRS)	x	x	x	x	x	x	
HSL	x	x	x	x			
HSL (FRS)	x	x	x	x	x	x	
HT		x	x	x	x		
VPU	x	x	x	x	x		
VX	x	x	x	x			2

Notes

1. Electronic Warfare
2. Evaluation Directorate
3. Photographic
4. Intelligence (VQ-1 & 2)
5. Training Departments for particular squadrons within each community that must conduct a significant amount of FRS type training.
6. Mission configuration (MCM)

Figure 2-5. Typical Squadron Departmental Organization

232. FUNCTIONAL GUIDES. The functional guide, consisting of job descriptions, has been adopted for use in units in an effort to obtain increased efficiency through a clear delineation of delegated authority and to improve the use of manpower through more effective organizational control. The functional guide sets forth the following information for each billet to which it is applied:

a. The basic objective, which distinguishes a particular billet from all others.

b. Duties, responsibilities, and authority, which give in detail the principal tasks that must be accomplished to fulfill the assigned objectives and which, where necessary, specify the authority of the incumbent to make decisions or take action in carrying out his or her responsibilities.

c. Organizational relationships, which define accountability of the incumbent to his/her supervisor and of his/her subordinates to him or her. Collateral or cooperative relationships are also included.

232.1 FUNCTIONAL GUIDE RELATIONSHIP. As published in this manual and by type commanders and commanding officers, a functional guide constitutes a formal directive to the individual detailed to the particular billet with respect to responsibilities, authority, and position in the unit's organization. It is distinctly a guide, however, in the sense that it is in no way intended to restrict initiative or discourage originality or resourcefulness on the part of an individual. The functional guide not only aids in the clarification and stabilization of the unit but also provides an excellent tool for the rapid indoctrination of new personnel. It is an excellent yardstick for the measurement of individual performance against assigned functions.